



REQUEST FOR QUOTE

RE: WHEELCHAIR ASSESSIBLE VEHICLE

The Town of Olds is accepting Quotes for the supply and delivery of a vehicle based on the specifications, requirements and terms and conditions set forth in this Request for Quote (RFQ). This document outlines the general principles of this Request for Quote (RFQ).

GENERAL INFORMATION

AUTHORITY

Town of Olds incorporated in 1905 and operates under the authority of the Municipal Government Act, Chapter M-26.

ORGANIZATIONAL BACKGROUND

The Town of Olds has a population of 9,184 and provides municipal services including administration, finance, public works, recreation, water, wastewater, and waste management services. Centrally located along the busy QEII corridor, Olds is a major service centre and regional market for over 40,000 people in Mountain View County. The proximity to Red Deer and Calgary contribute to our continued growth and economic stability. The quality lifestyle in Olds reflects the values and interests of our residents, which translates into a strong sense of community pride. Olds has safe and friendly neighbourhoods, beautiful parks, a fabulous path and trail system, and all the amenities associated with a big city.

LOCATION

The town is located at the intersection of Highway 27 and Highway 2A, 5 km west of the Queen Elizabeth II Highway, 80 kilometres north of Calgary and 60 km south of Red Deer.

SCOPE

The Town of Olds is interested in receiving submissions from experienced proponents. The Town may, but is not required to select a proponent (or proponents) and award contract(s). The Town reserves the right to and may reject the lowest cost Quote, any, or all Quotes.

QUOTE CONTENT

The Town of Olds operates a Sunshine Bus for seniors (50+) and people with disabilities. The Sunshine Bus is wheelchair accessible and provides transportation to and from various locations. The life of the current bus has run its course and

the Town would like to replace it with an assessable van. This vehicle could be new or lightly used. The following is a list of mandatory options needed in the replacement:

- 34" Manual, side, wheel chair ramp with loading assistance power retractor
- Front wheel drive
- Front Dash A/C and heat
- Rear Heat / Air Conditioning
- Block heater
- Automatic Transmission
- Capacity of 2– 6 passengers
- Capacity for minimum of one wheel chair

Preference for suppliers that offer a cost efficient solution with high quality of performance and sustainability.

REQUEST FOR QUOTES (RFQ) PROCESS

To help ensure an efficient and equitable quotation process, the Town of Olds is requesting that each Quote comply with the following general guidelines:

- The closing date for receiving Quotes is March 1, 2019 at 2:00 pm. Your response by email is requested to be sent to mlaroche@olds.ca. Receipt of your Quote will be confirmed when it is received.
- All inquiries relating to this Quote process are to be directed to Michelle LaRoche at 403-507-4818.
- Based on our evaluation of the Quotes received it is expected that additional discussions may take place to clarify exactly what is contained in each Quote. The Town is free to negotiate with any of the Proponents. As a result of the negotiation process, the Town is not required to treat all Proponents equally. This RFQ is not a tendering process. No legal relations are intended to arise from the RFQ process. The Town is not contractually bound to any matters until such time as the Town has negotiated a separate contract or placed a formal order /requisition to purchase.
- The Town reserves the right to reject the lowest cost Quote, or any or all Quotes. The total extent of the purchase order, if issued, is dependent on pricing received from this process.
- Upon receipt of proponent's responses, each will be screened to ensure the proponents comply with the requirements of this request. Determination and acceptance of any deviation will be determined by the Town at its sole discretion and we reserve the right to accept any response deviation from the requirements of the request.
- Modifications or amendments shall be received in writing prior to the time fixed for receiving Quotes. The Town of Olds may by addendum, at its discretion, extend the time for receiving the Quotes.
- Prices must be Proposed in CDN funds F.O.B. 4512 46st Olds, Alberta, freight prepaid. The Town of Olds shall not be liable for any costs of preparation or presentation of Quotes. All costs related to the RFQ process are the responsibility of the bidder.
- A vender may provide multiple Quotes for different vehicles style options.
- A Quote must clearly identify a base price Quote, but may provide pricing for additional options supplementary to a base Quote.
- Town of Olds reserves the right to negotiate contract terms with the acceptable bidder.
- Town of Olds reserves the right to reject any and all Quotes.

EVALUATION CRITERIA

The Town of Olds reserves the right to accept or reject any and all proposals. The Town reserves the right to accept a submission other than the lowest price submission without stating reasons. By the act of submitting a response to this RFP, the vendor waives any rights to contest in any legal proceeding or against the right of the Town of Olds to award the work to any vendor in its sole discretion.

The first stage will consist of a review of all submissions to ensure that each submission was received on time, that the certification is properly completed and signed, and the submission is sufficiently responsive to the RFP.

Following the initial evaluation of the proposals, the second stage will consist of a comprehensive evaluation of the RFP based on the criteria listed below. The vendor may be contacted at that time to provide further information or address any questions or issues that may have arisen while evaluating the vendor's proposal.

Evaluation Category	Weighting
Price	40%
Vehicle Specs	40%
Delivery Process/Storage Arrangement	10%
Added Service that might be of benefit to the Town	10%
TOTAL	100

Upon completion of stage two a short list of vendors will be invited to participate in the third stage if the Town of Olds decides to proceed beyond the RFP stage.

The third stage of the evaluation will consist of oral presentations to Town of Olds staff. Vendors invited to participate in the third stage are to ensure that the individual identified as the project leader in their RFP submission will be available during the interview portion of the evaluation in addition to any other key personnel that the vendor wishes to include.

INTERPRETATIONS

Material points of clarification may be requested in writing. Responses to these issues will be provided to all known bidders as requested. It is the proponent's responsibility to clarify interpretation of any items in the request prior to submitting the Quote.

Submit questions about the meaning and intent of the Quote to: Michelle LaRoche, Community Services Manager, 403-507-4818, mlaroch@olds.ca

TIMELINE

- Issuance of RFQ February 1, 2019
- Quotes due March 1, 2019
- Communication of decision March 15, 2019

Please submit Quotes on or before 2:00 PM on March 1, 2019.

Thank you in advance for your willingness to work with the Town of Olds.